

California JPIA Training

Training COVID-19 Protocols



! Please follow Centers for Disease Control and Prevention (CDC), state and local health department, and hosting agency guidance while at the training site (indoors and outdoors).

The health, safety, and well-being of our members and instructors is our highest priority. The following are Training COVID-19 Protocols that must be followed by attendees, hosting agencies, and instructors to help protect yourself and others when participating in an in-person training session. Protocols are based on CDC and state and local health department guidance. Hosting agencies may also have additional protocols that must be followed. Please note, some hosting agencies may have screening procedures in place, such as temperature checks. California JPIA training staff will endeavor to notify you of any additional screening procedures at the training site. **Training sessions are subject to cancellation if protocols are not followed.**

KNOW THE SYMPTOMS AND STAY HOME IF YOU ARE SICK

Symptoms of COVID-19 may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. **If you are experiencing any symptoms or have been in close contact with anyone recently diagnosed with COVID-19, do not attend the training.** Contact your human resources representative and follow your agency's protocols.



Instructors are required to notify California JPIA training staff if they are experiencing symptoms. The training will be canceled and rescheduled to a later date.

TRAINING SITE AND MAXIMUM NUMBER OF ATTENDEES

The number of registrants per training session will be limited to maintain social distancing of all attendees and instructors. This number may be less than 10, depending on the size of the room or outdoor location. Walk-ins will not be allowed unless the social distancing of all attendees can be maintained.



Hosting agencies will have handwashing facilities, hand sanitizer, tissue, and trash receptacles available for use. In addition, the hosting agency will be responsible for cleaning and disinfecting the training site before and after use. This includes all items touched or handled by attendees and instructors. The hosting agency is responsible for placing social distancing markers, tables, and chairs at the training site to ensure appropriate social distancing of all in attendance. Attendees must be 6-feet apart from each other.

The use of shared equipment is not allowed. If this is not practical, the hosting agency or instructor will disinfect equipment before and after everyone's use. If available, the hosting agency will provide disposable gloves for use when handling shared equipment.

To prevent cross-contamination of used and disinfected items, hosting agencies and instructors are encouraged to have equipment receptacles or areas clearly identified as "DISINFECTED" and "USED/DO NOT TOUCH." In addition, it is encouraged that hosting agency staff or instructors monitor the return of equipment for placement in the appropriate receptacle or area.

Pens and handouts may be provided during the training session. Upon conclusion of the training session, attendees and instructors must take their items with them. Any items left behind will be disposed of by the hosting agency. Personal items such as jackets, beverage tumblers, etc. must also be taken from the training site to avoid being disposed of.

STANDARDS FOR FOOD AND BEVERAGES

The hosting agency will provide individually packaged snacks, beverages, and utensils for attendees and instructors (no shared buffets or condiments.) For training sessions over four hours in duration, lunch will also be individually packaged. Disposable containers will be used.

When consuming food or beverages, maintain social distance from others, and if possible, eat outside. Avoid touching or picking up food or beverage items that you will not take from the food and beverage table.

The hosting agency is responsible for keeping the food and beverage table clean and disinfected throughout the duration of the training.

WEAR A FACE COVERING

Instructors and attendees must bring their own face covering. Instructors and attendees must wear a face covering throughout the duration of the training. ** Face coverings must cover the nose and mouth and be secured under the chin. Continue to keep at least 6 feet between yourself and others. Face coverings are not a substitute for social distancing.

Attendees arriving without a face covering will not be allowed to enter the training site. The instructor reserves the right to cancel the training if the face covering requirement is not followed.

**If you have a medical condition or disability that exempts you from wearing a face covering, please contact Michelle Aguayo, Training Coordinator, at (562) 467-8777 or maguayo@cjpia.org at least two business days before the training date. The California JPIA will consult with the hosting agency to determine if a reasonable accommodation can be provided.



PRACTICE SOCIAL DISTANCING

Stay at least 6 feet from other individuals. Do not gather in groups. Attendees must refrain from physical contact, such as handshaking, hugging, and fist/elbow bumps.

Instructors will remind participants to maintain social distance throughout the duration of the training and break times.

COVER COUGHS AND SNEEZES

Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow and do not spit. Throw used tissues in the trash. Immediately wash your hands or clean your hands with hand sanitizer.

WASH YOUR HANDS

Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands frequently with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with hand sanitizer and rub them together until they feel dry.



Additional information on how to [protect yourself and others from COVID-19](#) is available on the CDC's website.